

Team Information

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Team Leader (also include in list above)	Facilitator (also include in list above)

Point-of-Contact Information *(Who should we contact for questions/notification?)*

Name	
Agency/Division	
Work Phone/FAX	
E-mail address:	
Business Address:	

Project Details

<p>Opportunity (50 words maximum): Describe the opportunity that led to an improvement effort. Use simple, everyday terms that all readers can understand.</p>

<p>Improvement (50 words maximum): Explain the specific improvement(s) implemented as a result of the team's work. Use simple, everyday terms that all readers can understand.</p>

<p>Measurable Results: Please write up to four results. Be specific and use terms that all readers will understand. QUANTIFY RESULTS – For example, indicate the percentage of errors reduced, dollars saved, processing time improved, extent to which satisfaction was increased,</p>

etc., and compare to baseline (pre-team) data.	
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Principles of Teamwork: Describe how this team displayed exemplary principles of teamwork. Examples may include ability to creatively solve problems, competitive but collaborative and supportive behavior; everyone contributed equally and met deadlines, focused on finding solutions, maintained open communication and managed differences.

Nominator Information ☐ Check if different from Point-of-Contact Information

Name of the Nominator:	
How are you familiar with the team? (i.e., – team member, coworker, supervisor, etc.)	
Nominator's Business Address:	
Nominator's Work Phone Number:	
Nominator's E-mail Address:	
Signature of Nominator:	

Submit completed form to your department's Employee Recognition Coordinator. All nominations will be forwarded to the Employee Recognition Committee for the review and selection process.

Nomination forms must be submitted by July 15, 2008 for fiscal year 2008. Up to 10 teams will be selected statewide for recognition.

Please contact Dawn Stohs at dawn.stohs@iowa.gov (515-725-5201) or Judy Akre at judy.akre@iowa.gov (515-281-6383) with questions pertaining to this form and/or the Team of the Year criteria.